

POLICIES GOVERNING

TRANSFER OF

ACADEMIC CREDITS

TO UNION UNIVERSITY

OFFICE OF THE REGISTRAR
2025

The purpose of the publication is to communicate transfer policy to enrollment personnel in dealing with prospective transfers and to faculty advisors and degree auditors in dealing with all types of transfer and testing credit.

Regional Accreditation Policy:

Union University accepts all college level credit earned through institutions of higher learning that hold regional accreditation in coursework where a grade of C or higher is earned. Exception: Courses with grades of D will be accepted only when the credit was applied toward the diploma or degree awarded to the student as documented on the transcript of the degree-granting institution.

Regional Accrediting Agencies

- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission on Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Bible College Accreditation Policy: Credits earned with the grade of C or better are provisionally accepted from colleges accredited by the Association for Biblical Higher Education (ABHE). Those credits are fully accepted upon the student's successful completion of one semester at Union University. Successful completion is defined as a 2.0 GPA in 12 semester hours attempted at Union. Regional accreditation is overarching; ABHE is part of the consideration only if the school is not regionally accredited.

Policy regarding Credit from Institutions of Higher Learning who have neither ABHE nor Regional Accreditation: In order to establish criteria concerning qualified faculty and equivalent learning, the chief academic officer must provide written verification of minimum degree requirements for faculty, the minimum number of graduate hours required in the teaching area, and how long this policy has been in place. This information is then presented to the provost and/or associate provost for a decision regarding transfer of credits. If approved, the credit is provisionally accepted until the student has obtained a 2.0 GPA in 12 semester hours attempted at Union.

Credit by Testing Policy: Following the minimum score recommendations of The American Council on Education (ACE), Union University awards credit for satisfactory performance in Advanced Placement (CEEB) exams, College-Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES). The awarding of credit for International Baccalaureate (IB) has been established within the university on a departmental basis; not all departments award credit. Course parallels are detailed in the *Undergraduate Catalogue* in the Admissions section.

College-level credits are awarded as parallels or departmental electives as appropriate. Other tests accepted, such as Statewide Dual Credit, are also outlined on the Union website as well as in the *Undergraduate Catalogue*, Admissions section.

The maximum credit accepted by testing is 32 semester hours; when more than 32 hours are earned the 32 hours that best satisfy the student's requirements and wishes are applied to the degree.

Credit for Prior Learning/Portfolio Credit Policy: Is transferable only into programs that award CPL credit. Additional information is available in the Adult Studies section of the *Catalogue*.

Time Expiration of Undergraduate Credit: Union University does not impose a time limit on undergraduate credit; however, the Nursing Program of Union University does not accept Human Anatomy & Physiology and Pathophysiology credit that is more than 5 years old at the time the student is to begin clinical study.

Transcript Evaluation Procedure: Official transcripts received by enrollment personnel are forwarded to the registrar for evaluation provided the student has an application to the university on file. The transcripts are logged as received in the Academic Center, checked for previous (partial) evaluations, and then courses are evaluated.

The evaluation report is entered into the student's record and a copy emailed to the student; a duplicate report is maintained with the transcript in the registrar's office/academic center. The transfer credit posted to the record is viewable to Union faculty and staff under the "legitimate need to know" clause of FERPA, Family Education Rights and Privacy Act, with the same security measures as credit earned at Union University.

Transcripts, test reports, and all other documents received become the property of Union University. They cannot be copied for a party outside UU, including students, nor can they be transferred to another institution. They may only be copied for UU use in accordance with the "legitimate need to know" clause of FERPA.

Official reports of credit by testing are handled in the Academic Center in the same manner as transcripts. As with transcripts, only official documents are evaluated.

Course Numbering and Credit Levels

Coursework that applies toward a college degree is typically numbered 100 or higher. Courses numbered less than 100 are usually remedial/developmental and will not transfer. Transcripts will include a legend to explain specific course levels. Courses that are numbered 100 or higher but indicate within their title they are remedial will not be accepted. Coursework must be directly related and appropriate to the purpose and goals of Union University and the degrees awarded.

All transfer work is accepted on the level on which it was taught. If the course was taught as a freshman/sophomore level course, it may fulfill the content of an upper-level course at Union, but it will be transferred as a lower-level course. **Example:** A 3-hour course, Abnormal Psychology, taken at the junior/community college will be transferred as PSY 317LL (lower level). While the course transfers as 3-hours and fulfills the PSY 317 requirement, the student does not receive upper-level credit toward the degree.

Freshmen with Credit: Freshmen who have earned college credits by dual enrollment (college and high school simultaneously) will have their credits evaluated in the same manner as transfer students. Credits earned by dual enrollment must be transcribed on an official transcript. It is the responsibility of the student to have official transcripts sent to Union from the college/university awarding the credit.

Evaluation of Courses bearing Reciprocal Credit: Courses allowed for reciprocal credit at the former institution may be used in either category regardless of the prefix shown on the transcript. Consideration is given to the student's program of study and the department of assignment at Union University. **Example:** A 3-hour course with reciprocal credit in either the psychology and social work department will be transferred into either the psychology or social work department based on what is more beneficial for the student.

Transfer of Graduate Credit Policy: Restrictions regarding minimum grade and time expiration upon the acceptability of transfer graduate credit are detailed in the *Graduate Catalogue* and vary by program.

The registrar will award transfer graduate credit for courses upon recommendation of program directors for degree seekers of our graduate programs. Application of the coursework to the student's graduate program/degree is determined by the dean or director of the respective program. Previous graduate work is not evaluated on non-degree or non-licensure seekers or those seeking advanced degrees except as applicable to those degrees. Undergraduate credit is evaluated only as it applies to prerequisites or for teacher licensure but is not posted to the transcript.

The attached report does not imply acceptance into any program.
This is for your records. Please take this report to your future advising appointments.



UNION UNIVERSITY

Official transcripts sent to Union University by applicants for admission are evaluated and processed as received. An additional, updated transcript from your former school must be personally requested by you if your transcript includes courses In Progress.

The transcript/record of a student applying to a program of Union University (Teacher Ed., Social Work, Nursing) is evaluated in accordance with the requirements of that particular program but only as that program deems applicable. The Program/Department reserves the right to restrict application of coursework within their program.

Evaluation toward a program does not imply acceptance by that program.

In reading the enclosed evaluation please keep the following policies in mind:

- Transfer credits are accepted as semester hours on the level on which they were earned regardless of the level of the Union parallel course.
- Grades of “D” are acceptable by transfer only if used by the previous institution in awarding a degree.
- College level courses with acceptable grades from community colleges are transferable to Union; however, only 72 semester hours are applicable toward the degree. In the event you have earned more than 72 semester hours (total from all community colleges) you will be assisted in the selection of the 72 hours that best satisfy the program you wish to pursue at Union University.
- Residency hours (earned at UU) must total no less than 25% of the hours required for the degree to include 15 upper-level (junior/senior) hours in each major and 6 upper-level in each minor.
- Transcripts are evaluated toward the program of study indicated by the student; a change of program may require re-evaluation. Evaluation does not imply acceptance by that program.
- Courses evaluated with a departmental prefix *and* “elective” are applicable in degree requirements as electives in that department. If evaluated as “Elective” without a departmental prefix it only applies toward the minimum hours for graduation and can satisfy no specific requirement for graduation. You may present additional information (course description/syllabus) for reconsideration.
- Courses indicated as a substitute for a core requirement on the report, such as ENG-201S, do not necessarily apply to the major or minor. Check with the Department Chair for consideration of application.

Enrollment at Union University affects the policies applicable to transfer credit, particularly in respect to concurrent enrollment. After enrollment at Union, the university expects exclusive enrollment at Union University except where allowed by policy or by approval of the registrar prior to enrollment.

*****If you have questions, please call Academic Center at 731.661.5040.***

THE UNION STUDENT SEEKING TO TRANSFER HOURS AFTER BECOMING A UNION STUDENT

Union University students considering transferring courses from another regionally accredited institution must obtain prior, written permission from the registrar's office to transfer credit if:

- (1) Student wishes to transfer course(s) from a junior/community college after having earned 70 semester hours (total from all schools, credit by testing, etc.), or
- (2) Student has less than 12 hours to take the next semester to complete graduation requirements, or
- (3) Student wishes to take courses at another school while enrolled (concurrent enrollment)* in Union the same semester/term.

Students should complete the electronic "Transfer of Credit Application" *before* enrolling in a course elsewhere.

All official transcripts must be sent directly from the other institution to Union University. Credit will be awarded for courses with grades of C or above.

Students who do not need permission, as described above, are encouraged to complete the "Transfer of Credit Application" simply to seek assurance the course will transfer and complete the intended requirement.

Credit by testing does not require prior approval; however, students should always review the most recent testing information available at <https://www.uu.edu/academics/testing/>. Testing attempts can be made no later than the student's next to last full semester preceding graduation. Students planning to graduate in the spring and summer must complete all testing no later than December 1 in the previous fall semester. Students planning to graduate in the fall must complete all testing no later than May 1 in the previous spring semester.

*Concurrent enrollment is rarely approved and only under exceptional circumstances.

POLICIES FOR TRANSFER CREDIT INTO THE CORE CURRICULUM AT UNION UNIVERSITY FOR THOSE PROGRAMS NOT SEEKING TEACHER LICENSURE

Programs may limit General Core Curriculum choices and designate courses as prerequisites to the major beyond the General Core provided such limitations have been duly approved by university procedures. See the respective department for details.

GENERAL CORE	UU hrs.	TRANSFER NOTES
CHR 111 and 112	6	any Old or New Testament courses or studies of books of the Bible
COM 112 or 235	3	no substitutions--only parallels
ENG 111 and 112	6	freshman composition courses (second semester must include research component)
ENG 201 and 202	6	survey of literature courses such as American, British, or World (not narrow topics, single genres, specific literary periods)
HIS 101 and 102	6	world history or world civilization courses only
MAT courses	3	no substitutions--only parallels (courses transferred as MAT electives may be used in general core)
PEWS 100	1	must be an activity course
Natural Science	4	must be 4-hour course with lab
Behavioral Sciences	3	no substitutions--only parallels

ART

210, ARTS IN WESTERN CIVILIZATION can be substituted with Fine Arts Appreciation in transfer (Art App., Music App., Theatre App., and others upon individual consideration).

TECHNIQUES/STUDIO COURSES will be transferred and applied to the major/minor at the discretion of the department. Credit for techniques is transferred as "art elective" until the student's portfolio has been evaluated art faculty. This caveat is noted on the summary report emailed to the student.

BIOLOGY

112, PRINCIPLES OF BIOLOGY is the major/minor requirement in residence, whereas BIO 100 (among other options) is the general core requirement of non-majors.

A 4-hour introductory Biology course may be accepted for the general core requirement of a non-biology major/minor, BIO 100.

The student who transfers a sequence of general biology courses will be awarded 8 hours of credit in transfer. The student that is required to have two 4-hour sciences in general core may use the two-course sequence in biology to fulfill both sciences.

221, 222, HUMAN ANATOMY/PHYSIOLOGY (I, II) cannot be applied toward the biology major/minor. The time limit of 5 years only applies to nursing.

300, PATHOPHYSIOLOGY credit in application to a BSN cannot be more than 5 years old. It must be an upper-level course taught in either the NUR or BIO department for the NUR degree.

BUSINESS ADMINISTRATION

Pre-requisite and major courses are accepted into the McAfee School of Business with same grade requirements imposed on resident credit--each upper division course must be earned at least on the C level.

CHEMISTRY

111, GENERAL CHEMISTRY A 4 or 5-hour General or Principles course will apply to the Chemistry major/minor. The exception is the school that gives this title to the “fundamentals” course.

105, FUNDAMENTALS OF CHEMISTRY I can be substituted for CHE 105 in the Nursing Programs since the program allows either course. The higher level General or Principles course can also be used to fulfill the Fundamentals requirement for nursing. This course can also fulfill the chemistry requirement in the general core for the non-science major if it is a 4-hour course with lab.

The student who transfers a sequence of general chemistry courses will be awarded 8 hours of credit in transfer. The student that is required to have two 4-hour sciences in general core may use the two-course sequence in chemistry to fulfill both sciences.

COMMUNICATION ARTS

112, PUBLIC COMMUNICATION is substituted in the general core curriculum and in the major/minor by any public speaking course.

ENGLISH

111,112 WRITTEN COMPOSITION I, II are substituted only by six semester hours of freshman-level English composition. The second semester of composition must contain a research component for transfer as ENG 112. Remedial composition will not replace ENG 111,112.

201,202 WORLD LITERATURE I, II are substituted only by six semester hours of sophomore level survey of literature (such as American, British, or World). Upper-level literature courses covering a narrow topic are not applicable; they will be transferred as their appropriate parallel or as an English elective if there is no parallel in UU curriculum.

HISTORY

101,102 WORLD CIVILIZATION (I, II) GENERAL CORE REQUIREMENT. No substitutions unless a student completed US History I and II as a part of a **completed** associate's degree.

LANGUAGE

Union University reserves the right to place freshmen and transfer students in the appropriate entry-level course based on language studies in high school or transfer experience in language. Such placement may be determined by personal interview, testing, and with consideration of academic transcripts.

111,112 and other levels of language credit are accepted in transfer in any foreign language. Transfer credit is not limited to the languages offered at Union University.

Sign Language is not applicable as a foreign language.

MATHEMATICS

Introductory or Intermediate Algebra is considered remedial mathematics content (not college level).

DEPARTMENT of NURSING: AS IT PERTAINS TO THE STUDENT WHO HAS NOT YET EARNED REGISTERED NURSE LICENSURE

CLINICAL NURSING CREDITS from accredited baccalaureate programs with grades of C are accepted only as electives pending evaluation of full syllabi by the nursing faculty. Nursing credits from Hospital Schools of Nursing and Associate of Nursing degrees are not transferable unless the program is completed and the student duly licensed (see below). Non-nursing credits from Hospital Schools of Nursing are not transferable, but proficiency may be demonstrated by means of credit-by-exam where a parallel course is available. LPN clinical credit is applicable only under the current LPN-RN program.

NURSING PRE-REQUISITE COURSES transferred from a regionally accredited institution follow the usual university guidelines requiring a C in each course. Human Anatomy & Physiology and Pathophysiology will not be accepted if they are more than 5 years old at the time the student is beginning nursing instruction.

PHYSICAL EDUCATION, WELLNESS AND SPORT

PEWS 100, FITNESS FOR HEALTH must be a 1 or 2-hour activity course. Classroom studies in nutrition, first aid, etc. do **not** substitute for the activity requirement.

PHYSICS

111, THE GENERAL CORE REQUIREMENT OF PHYSICAL SCIENCE can be covered in transfer by any related course that is 4-hours with lab. The student is not restricted to the equivalents of CHE 105, 111; PHY 111, 213, 231 but may apply courses in the physical sciences such as geology.

THEOLOGY AND MISSIONS

111, 112, OLD/NEW TESTAMENT SURVEY are substituted in transfer by any Old Testament or New Testament topic course for the general core curriculum requirement. The parallel assignment is made in accordance with the topic of the transfer course, i.e. a study of Mark would substitute for CHR 112. Non-Christian Studies (World Religions, etc.) do not apply to this category but may have application where humanities are applied.